

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2267

Page 1 Of 4

Agency
Maryland Department of Transportation

Division/Unit
Office of Finance

Item No.	Description	Retention
1.	<u>General Correspondence</u> Correspondence and memoranda received or sent pertaining to the routine operation of the office.	Retain in office for 2 years, transfer to the Records Center for retention of 3 years, and then destroy.
2.	<u>Escrow Agency Appointments</u> Correspondence, Bank Statements and Transaction Reports. Escrow Agency Agreement	Retain in office as long as escrow agency appointment is active, transfer to the Records Center for retention of 3 years, and then destroy. Retain permanently. Transfer periodically to the Maryland State Archives.
3.	<u>Bonds (includes Certificates of Participation "COPS")</u> A. Official Statements, Correspondence/Work Sheets, Notices, Financial information relating to the issuance of Departmental bonds and other financings. B. Transcripts containing Trust Agreements and other key documents and IRS filings.	Retain in office as long as bonds are outstanding, transfer to the Records Center for retention of 3 years, and then destroy. Retain permanently. Transfer periodically to the Maryland State Archives.

Schedule Approved by Department, Agency
Or Division Representative

Scheduled Authorized by State Archivist

Date: December 20, 2002

Date: DEC 02 2003

Signature: *Frederick P. Rappe, Jr.*

Signature: *Edward C. [unclear]*

Typed Name: Frederick P. Rappe, Jr.

Signature:

Title: Director, Office of Finance
manager, Cash & Deb Admin.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**
(Continuation Sheet)

Schedule No. 2267

Page 2 **Of** 4

Agency
Maryland Department of Transportation

Division/Unit
Office of Finance

Item No.	Description	Retention
3.	<u>Bonds (continued)</u>	
	C. Bank Statements and Transaction Reports for bonds	
	Investment Advice - Purchase & Redemption	
		Retain in office as long as bonds are outstanding, transfer to the Records Center for retention of 3 years, and then destroy.
	D. TSO STARS 401 and R*Stars Reports	
	SHA Expenditure Reports	
		Retain in office as long as bonds are outstanding, transfer to the Records Center for retention of 3 years, and then destroy.
	E. Request for Reimbursement and Requisition	
	Certificate for project costs associated with County	
	Transportation Bond Proceeds	
		Retain in office until bond proceeds are expended, transfer to Records Center for as long as bonds are outstanding plus 3 years, and then destroy.
	F. Bank Statements and Transaction Reports for	
	Certificates of Participation (COPS) Issues - 1986,	
	1987, 1988	Retain at Records Center until Year 2013, and then destroy.
	Bank Statements and Transaction Reports for	
	Certificates of Participation (COPS) Issues - 1992,	
	1993, 1999 & 2000	
		Retain in office as long as COPS are outstanding, transfer to the Records Center for retention of 3 years, and then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**
(Continuation Sheet)

Schedule No. 2267

Page 3 **Of** 4

Agency
Maryland Department of Transportation

Division/Unit
Office of Finance

Item No.	Description	Retention
4.	<p><u>Accounting Records</u></p> <p>This series includes all standard State accounting forms as well as other accounting data that provide support for the special and general accounting records.</p> <p>A. <u>General Accounting Records</u></p> <p>Bank Deposit Records and Bank Deposit Slips Cancelled checks, check copies & check stubs Bank Statements (includes Working Fund) Distribution of Charges Interagency Transfers/Adjustments Monthly Report of State Funds Collected and Deposited Mileage Reports Accounts Payable (Paid Bills and Invoices) Reconciliation and Trial Balance Reports Secretary's Office R*Stars reports Preclosing R*Stars and final R*Stars reports as of June 30 for each year.</p> <p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by Legislative Auditor.</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors.</p>	<p>Retain in office for 3 years and audit, transfer to the Records Center for retention of 3 years, and then destroy.</p> <p>Retain in office for 3 years the most recent period Report and prior period Report, transfer to the Maryland State Archives to retain permanently.</p> <p>Retain in office for 3 years the most recent period Report and prior period Report, transfer to the Maryland State Archives to retain permanently.</p>

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

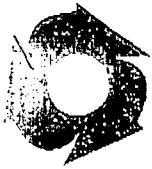
Schedule No. 2267

Page 4 Of 4

Agency
Maryland Department of Transportation

Division/Unit
Office of Finance

Item No.	Description	Retention
	<u>Accounting Records (continued)</u>	
	<u>Special Accounting Records (continued)</u>	
	Books of Final Entry – General Ledgers Annual Financial Statements	Retain permanently. Transfer periodically to the Maryland State Archives.
	<u>Payroll Accounting Records</u>	
	Payroll Journals Time Sheets Employee Leave Reports	Retain in office for 3 years and audit, transfer to the Records Center for retention of 2 years, and then destroy.
5.	<u>Budget and Fiscal Planning Records</u>	
	Budget papers and Work Sheets Budget Amendments/Object Transfers Annual Budget Request Books	Retain in office for 3 years and audit, transfer to the Records Center for retention of 2 years, and then destroy.
6.	<u>Procurement Records – Winning Bidder</u>	
	Request for Proposals, Invitation for Bids, and related correspondence.	Retain in-office for duration of contract and audit, transfer to the Records Center for retention of 3 years, and then destroy.
	Contract for Services	Retain in office for duration of contract and audit, transfer to the Records Center for retention of 3 years, and then destroy.

**Maryland Department of Transportation**

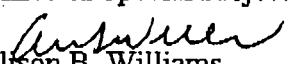
The Secretary's Office

Robert L. Ehrlich, Jr.
Governor**Michael S. Steele**
Lt. Governor**Robert L. Flanagan**
Secretary**Trent M. Kittleman**
Deputy Secretary

October 24, 2003

MEMORANDUM:

TO: Charles E. Payne
Office of Special Projects

FROM: 
Alison B. Williams
Manager, Cash & Debt Administration
Office of Finance

SUBJECT: Retention Schedule No. 2267

I have reviewed the schedule with Patricia Melville and we have agreed that:

- Item 2 - Escrow Agency Agreement and Item 3B have historical significance and will be permanently retained, as these matters involve multi-million dollar transactions that affect the public interest; and
- Item 6 - Contract for Services, can be destroyed at the proper time so it has been changed per her comment by memo dated April 11, 2003.

Please advise Gabriel Lopez accordingly and submit the enclosed schedule for approval. I have signed it on behalf of Fred Rappe.

If I can provide additional information, please do not hesitate to contact me. Thank you for your assistance.

ABW:smi
Enclosure

cc: Patricia V. Melville, Director, Appraisal & Description,
Maryland State Archives (w/o Enclosure)
Frederick P. Rappe, Jr., Director, Office of Finance (w/o Enclosure)